

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 3 January 1952 25X1

FROM :

SUBJECT: Report for Week 27 Dec., 1951 to 3 Jan., 1952.

1. Program for the Orientations Course was sent to the printer on Saturday morning, 29 December 1951. We examined a proof yesterday, Wednesday, 2 January 1952. We have been informed that the finished product will be delivered to us late tomorrow afternoon for distribution to all of the offices in accordance with the number of persons nominated by each office to attend the Course.

2. Requests have been received for attendance at the Fifth Orientations Course totalling [ ] Since the seating capacity of the auditorium is [ ], we are compelled to cut certain requests, plus the fact that we need approximately 15 seats for V.I.P.s from outside the Agency and key personnel, e.g. Assistant Directors within the Agency who may come to particular presentations.

3. Inspection & Security has given approval to the attendance at the Course of people from the Army, Navy and Air Force and 5 from State Department. Arrangements have been worked out with I & S to supply temporary badges to those people on the first morning of the Course, which will expedite their entrance and exit to and from the auditorium. In the auditorium itself these individuals will be seated in the reserve section.

4. Have met with Mr. [ ] to get the most up-to-date chart presentation of current CIA organization. Mr. [ ] has promised to give me the latest word of any last-minute approvals by the Director before the end of this week.

5. After receiving several informal notices from the Office of Personnel [ ] Chief, Personnel Division O) I discussed the matter with [ ] and Colonel Baird who agreed that these notifications would be of little assistance to us in the Orientations Office. Accordingly, I spoke to [ ] who agreed to supply us with a weekly figure of people who are processed with full clearance, and who may thus be expected to attend the weekly Indoctrination Course. We are going to do this for 7-8 weeks to see whether there is a vast differential in the figures of those processed by Personnel [ ] and in the numbers attending the Indoctrination Course. [ ] agreed to discontinue immediately sending the individual name notices to this office.

25 YEAR RE-REVIEW

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25X9

6. The number in attendance at the Indoctrination  
presented on December 27 was



CIA ORIENTATIONS OFFICER

25X1